Thank you for being a CAVE member. In the following document you will find information regarding the new website and member features.

Table of Contents
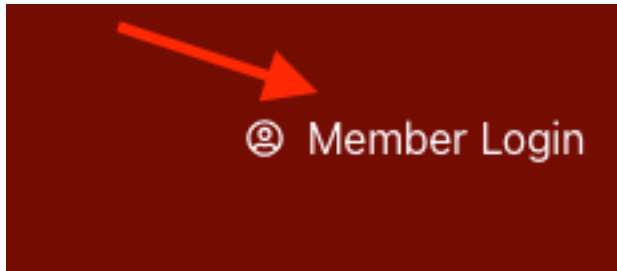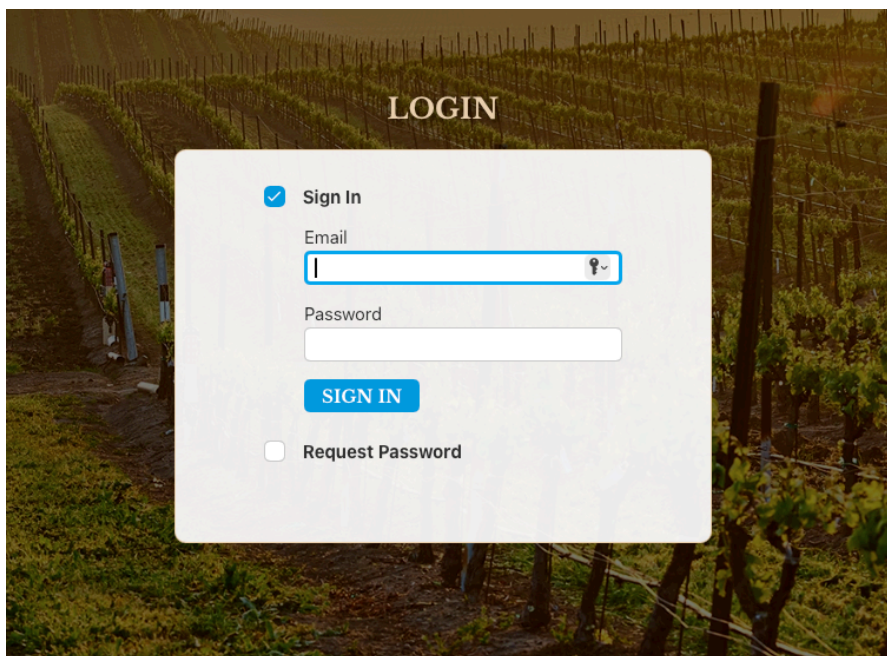
Login

In order to log into our new website you can do this in two ways:

1. Go directly to the login page: https://www.winecolorado.org/login
2. Go the website and click on the Member Login link, top right corner as pictured below.

On the next page you will be presented with the login form as pictured below.

Enter your email and password and press "Sign In".

Note: When logging in for the first time you will need to reset your password, as current passwords are not transferred from old website to the new website for security purposes. Click on "Request Password", enter your email and a new password will be sent to your email connected to your member account.

Member Account/Profile

Once you log into the website you will be redirected to your member account as seen below.

Add Classifieds
Manage Classifieds
Add Event

About   Profile   Additional   History   Sign Out

Name
Contact Person
Address

Email
Phone
Fax
Website
Password   Change

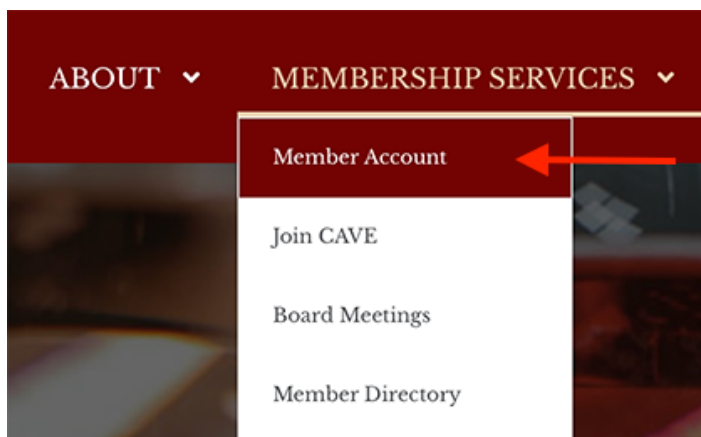## Amateur Winemaker

Billing method: Auto Renewal
Payment method: paypal
Next automatic renewal: May 2, 2026

RENEW, UPGRADE OR UPDATE BILLING

SAVE & CONTINUE   **SKIP**

You can also access your account from anywhere on the website by clicking on the Member Account button from the navigation found under the Membership Services tab.

Note this button is only visible once you're logged into your account.

About Tab

Under the **ABOUT** tab you will be presented with your member account information such as contact information and membership plan.

| About | Profile | Additional | History | Sign Out |

Name

Contact Person

Address

Email

Phone

Fax

Website

Password Change

Name: Company Name

Contact Person: Business owner/Member

Address: Business address

Email: Member email address. *Note this email is used for all membership communication such as renewals and emails.*

Phone: Business phone number.

Website: Business website.

Password: You can manually change your password by clicking on "Change" link.

Amateur Winemaker

Billing method: Auto Renewal
Payment method: paypal
Next automatic renewal: May 2, 2026

RENEW, UPGRADE OR UPDATE BILLING

Name of Membership Plan.

Billing method: Will be set to Auto Renew

Payment Method: Refers to type of payment used.

Next automatic renewal: Refers to your membership plan renewal date.

SAVE & CONTINUE   **SKIP**

Note: For membership renewals your credit card information was not transferred over for security purposes. You will receive a 30 day notice of renewal upon your anniversary date, in this first renewal notice it will provide you the ability to enter your credit card information where it will be securely stored and will be used for automatic renewal moving forward.

Profile Tab

Under the Profile tab is where you can enter your business information that will be presented and used in the Member Directory that any visitor will be able to view. It is recommended that you provide as much information as possible to best utilize this new feature.

Privacy

☐ Do not list in directory

☐ Do not show street address in profile

This Privacy setting allows you to check the following boxes.

Do not list in directory: This will completely hide your business profile from the Member Directory.
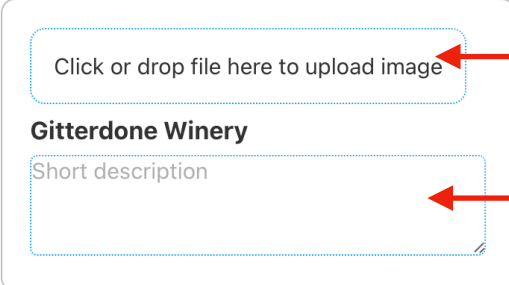
Do not show street address in profile: This will hide your street address from the Member Directory. *This is only recommended if your place of business is in your home and you do not want visitors coming to your home.*

Business Card ❓ Learn more ⬅ Click to view short video on how to upload logo.

Click areas on card to upload logo or edit tagline:

Click or drop file here to upload image ⬅ Click to upload your logo.
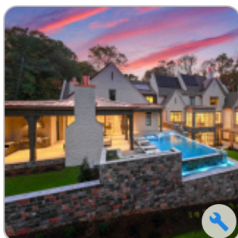
Gitterdone Winery

Short description ⬅ Add a short description for your business.

Profile Gallery ❓ Learn more ⬅ Click to view short video on how to upload images.

Upload pictures to to your profile, or click an image to delete:

Click or drop file here to upload image

Here you can add multiple images of your place of business. It's recommended to add images of the front side of your business and images of the inside such as tasting rooms, seating area etc…

In the **Profile Description** area you can enter information about your business. It's recommended to utilize this area to provide visitors information about your products or services that you provide. The more details the better!

Profile Description ❓ Learn more ⟵———— Click to view short video.

Describe your products & services:

```
EDIT ▾   ✕   B   I   U   ≡   ≡   ≡   ☰   ☰   ☰   ☰




                                                                              p
```

In the **Business Hours** area you can add your hours of business.

Business Hours

Please enter your business hours here:

Hours

```
EDIT ▾   ✕   B   I   U   ≡   ≡   ≡   ☰   ☰   ☰   ☰

Mon-Fri:10am - 8pm
                        Example of business hours
Sat-Sun:10am - 11pm
```

In the **Social Links** area you can add links to any of the following social media accounts.

Social Links

LinkedIn	
Facebook	
Twitter/X	
BBB	
Yelp	
Youtube	
Pinterest	
Instagram	

Once you add the links the social media icon will appear in your Member Directory public profile where visitors can click on an be directed to your social media accounts.

In Voting Member section you can add the name of the Voting Member for your place of business. This is strictly for admin purposes and is not visible to the public. Depending on your membership plan this may not apply to you and will not be visible in your account.

Voting Member

Voting Member Name

Voting Member Name

Once you've made your changes to your **Profile** section click on **Save & Continue.**

Additional Tab

In the Additional tab you can add more contacts to your account such as staff members, you can also add more location for your business.

About   Profile   **Additional**   History   Sign Out

Additional Contacts & Locations ❓ Learn more ⬅ Click to watch short video.

Add people or locations for your family, company or group:

> **JANE SMITH**
> MANAGER
> 🔗 PUBLIC
> ✉ JANESMITH@FAKEEMAIL.COM

+ ADD CONTACT

SAVE & CONTINUE   **SKIP**

History Tab

Here you can view your account history such as payments, plan changes etc..

About   Profile   Additional   **History**   Sign Out

	Date	Description	Amount	Notes
🔍	May 2, 2025	Membership payment	$0	

SAVE & CONTINUE   **SKIP**

Classifieds

As part of the member features you will be able to post Classified Ads from your account and they will be posted in the Classifieds page on the website for any visitor to view.

Add Classifieds

Manage Classifieds

Add Event

From within your account you will be able to Add and Manage your Classifieds Ads.

Add Classifieds

When you click "Add Classifieds" button you will be presented with the a form where you will be able to enter the details of your Ads.

Your Info

Name	Long Point Digital
Email	lpdoffice@longpointdigital.com
Phone	970-549-0777

Your contact information for anyone interested in your ads. *Note this is not available to the public but will be used to receive messages when visitors click on the "Send Message" button within your ads.*

Listing Info

Title

Description

EDIT ✂ B *I* U ≡ ≡ ≡ ≔ ≔ ⧽ ⧼

Price

Item location/address

City, state/province, postal code
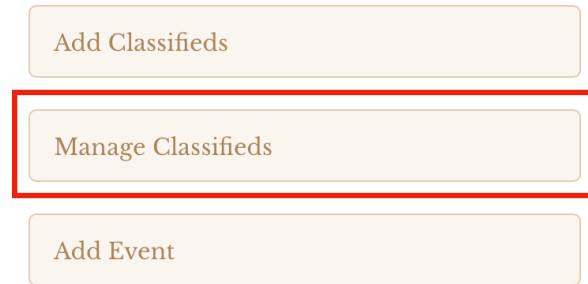
Image

Choose File no file selected

Note: You can only post one image. Ability to post more than one image is not an available feature.

SUBMIT

Manage Classifieds

Once you post your ads you can come back to it later and make any changes you need by clicking on the "Manage Classifieds" button from within your Member Account.

Add Classifieds

Manage Classifieds

Add Event

On the next screen you will see a list of all your ads that you have posted. Each ad listing will have information such as date posted, status, views and clicks.
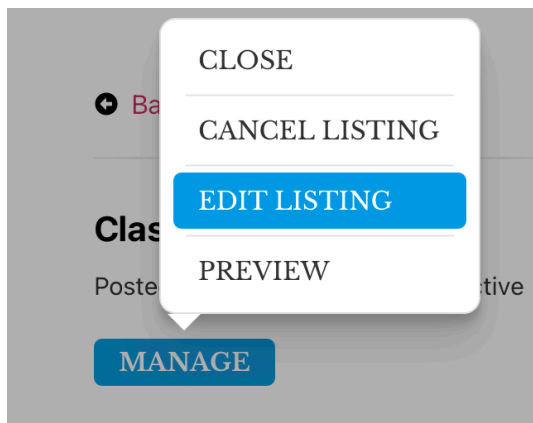
◉ Back to Account

Classified Test 1

Posted: Apr 27, 2025 | Status: active | Views: 10 | Clicks: 0

MANAGE

By clicking on the "Manage" button you will be presented with a menu, click Edit Listing.

From there you will be able to edit any of the details of your ad listings.

Events

As part of the member features you will be able to post any events that you may be hosting or attending. Events are posted and displayed in the Events Calendar page for the public.

Add Event

To add an event click on the "Add Event" button within your member account.

Add Classifieds

Manage Classifieds

Add Event

On the next screen you will see the fields to enter your Event details.

⊙ Back to Account

Event Setup

Event category | Winemaker Dinner & Special Tastings

Display on calendar/list | Hidden | 🟪 ✓

Event title |

Start | Date | Time (optic | display as |

End | Date (optional | Time (optic | display as |
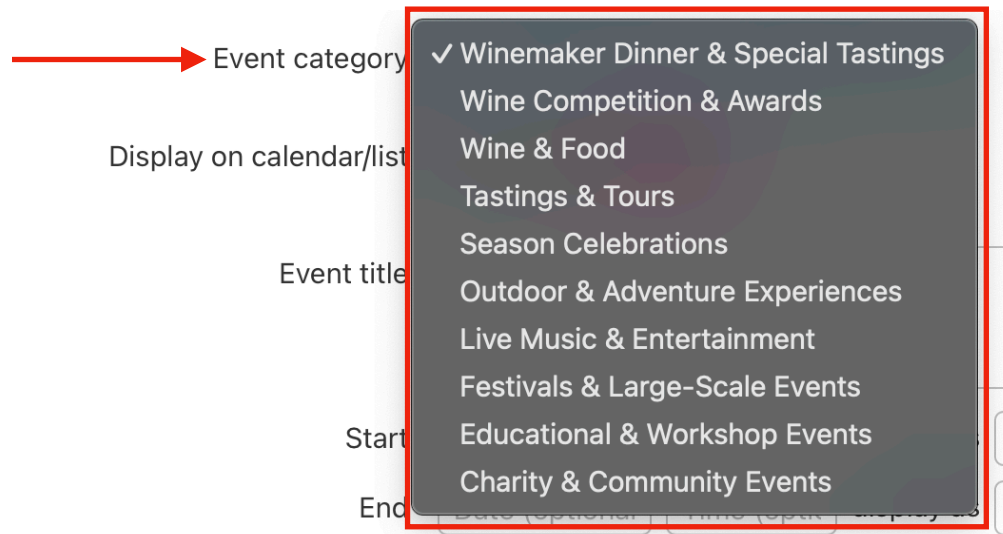
Link to external event page | URL (optional)

Place/location | Event location name (optional)

Event address | Street (optional)

| City, state/province, postal code (opti

Step 1. Select Event Category.

Note: Only one category can be selected, the feature of selecting multiple categories is not available.

Event category →

✓ Winemaker Dinner & Special Tastings
Wine Competition & Awards
Wine & Food
Tastings & Tours
Season Celebrations
Outdoor & Adventure Experiences
Live Music & Entertainment
Festivals & Large-Scale Events
Educational & Workshop Events
Charity & Community Events

For the following field the color is automatically assigned based on the event category selected above.
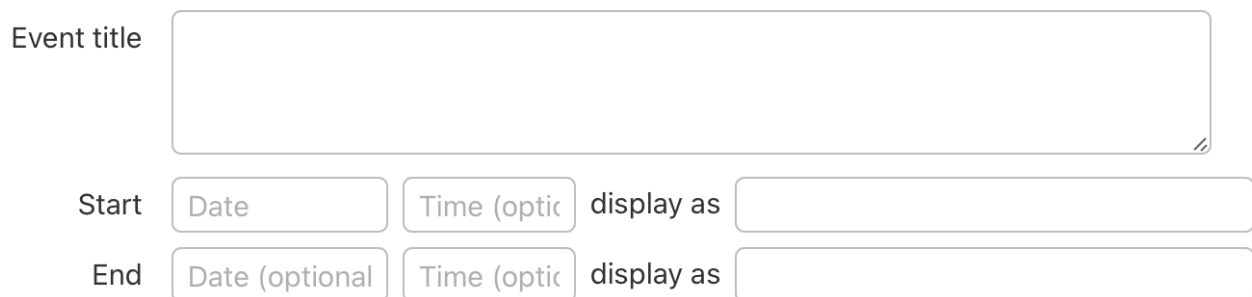
Display on calendar/list   Hidden   [pink] ✓

The Hidden option is only to be used for saving your work and coming back later to finish posting your event. This puts your event in "draft" status.

Step 2. Add Title, Start & End dates and times

Event title

Start   Date   Time (optic   display as

End   Date (optional   Time (optic   display as

Step 3. Optional Details.

The "Link to external event page" should only be used if you have posted your event on a different platform such as EventBrite or a similar platform and or have tickets available for purchase or registration. *CAVE does not handle any event payments nor takes any percentage from payments or registrations.*

Link to external event page	URL (optional)	
Place/location	Event location name (optional)	Recommend
Event address	Street (optional)	Recommend
	City, state/province, postal code (opti	Recommend

Step 4. Add featured image and description.

It's recommended that you add a feature image for your event as it will make it more enticing to click on and view event details.

In the description area it is recommended that you add as much information as possible, you also have the option to add additional images and links if needed.

Click or drop file here to upload image

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This is my description....

SAVE & CONTINUE ⟵ Click to publish event live

Edit Events

If you have published an event and need to make adjustments to it you can do so by following the steps below.

1. You must be logged into your account.
2. From the Calendar Events page locate your event within the calendar and click on your event title.
3. On the next screen locate the Admin link and click.

Calendar   **Admin**   ‹   Title test event 4   Sunset Saturday - Bo...   ›

The best event ever.

X Post   Share

This is my description....

Link   https://longpointdigital.com/

Starts   Sat Jun 14 2025, 12:00pm MDT

Ends   Sat Jun 14 2025, 3:30pm MDT

Note: The Admin link is only visible on the events that you published.